

Office of
SELECTMEN
340 Anawan Street
Rehoboth, MA 02769



Tel.: (508) 252-3758
Fax: (508) 252-5342

“Job Posting”
Town Offices
Assessor’s Office
Administrative Aide

Position: Administrative Aide
Hours: Full-time 36 hour per week Clerical Union Position with benefits
Pay Rate: According to AFSCME Union Contract

The Town of Rehoboth is seeking applicants for a full-time Administrative Aide to support the Assessor’s Office. The qualified individual will handle the administrative functions of the Assessor’s Office and a variety of administrative and clerical functions in conjunction with the Assessor’s Office and the Administrative Assessor.

Required qualifications:

- High school graduate or GED.
- Two years of office experience or completion of a business education above high school level, or any equivalent combination of education and experience.
- Strong oral and written communication skills including the ability to explain state and local regulations effectively to the public.
- Excellent organizational and time management skills.
- Strong computer skills including working knowledge of typical office software, as well as MUNIS and VISION software.
- Ability to perform work with attention to detail and a high level of accuracy.
- Knowledge of relevant town and state ordinances, regulations, policies and procedures.
- Knowledge of mapping, surveying, zoning, and deeds.
- Excellent customer service skills including the ability to handle inquiries and/or complaints tactfully and effectively.

Please forward resume and cover letter along with employment application to: Marisa Medeiros, 340 Anawan Street, Rehoboth, MA 02769 or by email to mmedeiros@rehobothma.gov. Applications will be accepted until August 11, 2023 or until the position is filled.

Employment application may be found on the Town of Rehoboth website at www.town.rehoboth.ma.us.

Affirmative Action/Equal Opportunity Employer

Posted: July 26th
Town Offices
Highway Department
Senior Center/HHS Building
Police Department
Fire Department
Town Website